

File in Exec Registry

Executive Assistant to the Director

22 June 1956

Chief, Management Staff

Records Control Schedules

25X1 1. Attached is the Records Control Schedule prepared by [redacted] of the Records Management Staff. This schedule provides for the orderly preservation, retirement and destruction of the records of the Office of the Director which are maintained by the Executive Registry and the Office of the Inspector General.

2. I think you will be interested in the following facts which are derived from the records inventory:

a. There are 140 cubic feet of records maintained in 31 pieces of filing equipment valued at \$9594.00.

b. 61.4% of the records have permanent value, and

c. 38.6% of the records are temporary.

3. The initial application of the Records Control Schedule will result in the transfer of 16 cubic feet of records to the Records Center. Although the retirement of these records represents an essential element in the Agency's record program, a major objective of the records control schedule is to identify those records of permanent value that the Agency should undertake to preserve indefinitely. The continued application of this schedule will provide for the orderly retirement and preservation of such documents.

25X1 4. The cooperative spirit of your personnel made it possible for us to develop an effective records disposition plan that should be of assistance in the management of an important segment of this Agency's records. [redacted] was most helpful to our staff. [redacted] will be available at any time to assist in the implementation of your records management program.

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ATTACHMENT

25X1 Mgt/S/RMS/RDB/[redacted].jml (22 Jun.56)

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SECRET

File: DCI Cost File

On-The-Job Training Schedule for Executive Registry

25X1

Date

Records Management Program concept,
development, and administration;
laws and regulations

Management of record making (Forms,
reports and correspondence)

Management of record keeping (filing
systems, equipment, and classification
plans; document controls, VM operations)

Management of records disposition
(Records control schedules; Records
Center operations)

*Each group of subjects shown above
was covered in a one-half day
session of briefings augmented by
study material.*